



City of Kansas City, Missouri Job Class Specification

Job Title: FINANCIAL MANAGER

Department: MULTI

Job Code: 1171

Status: EXEMPT

Grade: ME-H

Summary

This is highly responsible professional administrative and managerial work assisting in the planning, design, direction and management of one or more financial and/or business operations under the Director of Finance.

Work involves responsibility for one or more departmental administrative and/or business functions including but not limited to accounting, banking, debt and investment portfolio management, financial reporting, development finance, and managing the billing and collection of taxes and fees. An employee of this class works with almost complete independence and is responsible for the use of considerable initiative and judgment in establishing procedures, processes, controls and carrying out various assignments to improve and enhance City operations.

Duties and Responsibilities

- Implements and interprets procedures to analyze and verify data to ensure accurate and timely reports are available for improved decision making and public distribution.
- Develops and revises manuals of instruction pertaining to activities and services under the purview of the Finance Department to ensure city wide use of consistent and appropriate procedures.
- Prepares and submits annual and monthly city wide financial reports including but not limited to the consolidated annual financial report, the monthly financial report, and the monthly investment report.
- Maintains the City's fixed and variable rate debt and derivative portfolios including compliance with taxable and tax-exempt debt covenants pursuant to the City's codified debt and swap policy.
- Manages investor relations, continuing disclosure and rating agency relationships program for various credits of the City.
- Directs the City's development finance efforts pursuant to the City's codified economic development incentive policy.
- Manages the City's investment grade, fixed-income portfolio for purposes of maintaining the cash flow and liquidity position of the City pursuant to the City's codified investment policy.

- Establishes sufficient separation of duties and internal controls to encourage the safeguarding of City assets and confidential taxpayer information in accordance with generally accepted accounting principles (GAAP), the City Charter, and the City's Code of Ordinances, where applicable.
- Makes recommendations and manages the implementation of recommendations, if required, for business and process improvements for the collection of taxes owed.
- Oversees the efforts of multiple teams or sections for the planning, executing, and completing of tax projects or tax audits.
- Researches and consults on complex tax matters impacting or potentially impacting city revenues.
- Assists with the design, testing, and execution of City's tax collection practices including but not limited to taxpayer compliance, revenue collection strategies, tax projects, and development and selection of technological improvements.
- Directs the analysis of existing financial systems and the research and development of new financial systems and associated procedures.
- Maintains an awareness and involvement in related local, state and federal legislation including the review, analysis and preparation of state and local legislation.
- Collects and analyzes data and other information to evaluate the efficiency and effectiveness of divisional activities.
- Performs related duties and special projects as required.

Technical Skills

Extensive knowledge of:

- A municipal financial reporting requirement in accordance with GAAP, the City's Code of Ordinances and/or the City Charter, where applicable.
- The systems used for accounting, banking, billing and collections, cashiering, debt and investment portfolio management, financial reporting, development review, and projecting and monitoring tax and fee activities.
- The principles and procedures of municipal finance, including but not limited to accounting, banking, billing and collections, cashiering, debt and investment portfolio management, financial reporting, development project review and analysis, development incentives and projecting and monitoring tax and fee activities.
- State, local and federal laws used to administer the collection of taxes, tax-exempt debt derivatives, development incentives, etc.

Technical Skills

Considerable knowledge of:

- Modern systems, organization and management analysis techniques.
- Methodologies and tools that enhance service delivery internally to other user departments and externally to businesses, residents, and users of city services.
- Software programs that will enhance productivity, data analysis, system monitoring and data validation. These tools may consist of but are not limited to Microsoft Excel, Access, Word, Power Point, and other relational database analysis tools, etc.

Ability to:

- Plan, organize, instruct, and supervise the work of professional and non-professional staff engaged in accounting, banking, billing and collections, cashiering, debt, investment and derivative portfolio management, financial reporting, development review, and projecting and monitoring tax and fee activities.
- Prioritize and **manage** multiple tasks.
- Develop and guide tax professionals and paraprofessional by providing effective performance feedback.
- Analyze and interpret financial reports and data used in the decision making process.
- Prepare, organize, edit, and present clear and concise oral and written analyses and/or reports of findings and recommendations.
- Analyze complex financial systems and activities and make recommendations for resolution of related challenges.
- Develop and implement analytical procedures to identify possible problem financial transactions that need to be re-examined to insure compliance with GAAP, the City's Code of Ordinances and/or City Charter reporting requirements.
- Develop and implement processes that assist in the management of the activities within the department.
- Establish and maintain effective working relationships with subordinates, municipal officials and the general public
- Manage, develop, train, and mentor staff on tax projects, including but not limited to assessing performance on assigned task and completing annual reviews.

Education and Experience

Accredited Bachelor's degree with major course work in accounting, finance, business administration, or a related subject area; and five (5) years professional experience of a progressively responsible nature in corporate or municipal finance including but not limited to accounting, banking, billing and collections, debt and investment portfolio management, financial reporting, development review, and projecting and monitoring tax and fee activities, including two (2) years' experience in a supervisory capacity.

Or

Accredited Master's degree in accounting, finance, business administration, or a related subject area; and four (4) years professional experience of a progressively responsible nature in corporate or municipal finance including but not limited to accounting, banking, billing and collections, debt and investment portfolio management, financial reporting, development review, and projecting and monitoring tax and fee activities, including two (2) years' experience in a

supervisory capacity.

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**Certificates/
Licenses/Special
Requirements**

None

**Supervisory
Responsibility**

Supervision is exercised over professional, paraprofessional, and clerical personnel.

**Supervision
Received**

Work is performed under general supervision of a division manager or the Director of Finance.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

8/10

Revised

9/13